

DEPARTMENT OF CUSTOMER SERVICES
CITY AND COUNTY OF HONOLULU

MISSION MEMORIAL BUILDING
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KIRK CALDWELL
MAYOR



SHERI T. KAJIWARA
DIRECTOR

RANDY M. LEONG
DEPUTY DIRECTOR

September 14, 2016

The Honorable Ernest Y. Martin
Chair and Presiding Officer
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

RECEIVED
CITY CLERK
C & C OF HONOLULU
2016 SEP 13 PM 4:10

Dear Chair Martin and Councilmembers:

SUBJECT: Resolution Authorizing the City Council, Agencies and the Boards and Commissions of the City and County of Honolulu to Convert Hardcopy Records to Electronic Formats

We respectfully request the approval by the Honolulu City Council to authorize the City governmental units to convert hardcopy records into electronic formats which will reduce storage costs, and provide better accessibility to records. Hawaii Revised Statute, Section 46-43(a) requires the City Council to determine whether, and the extent to which, the City creates, accepts, retains, or stores records in, and converts those records to electronic forms. We attach a proposed resolution for the favorable action by the Council.

Should you have any questions, please call me at 768-3392.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sheri T. Kajiwara".

Sheri T. Kajiwara
Director

Attachment

APPROVED:

A handwritten signature in cursive script, appearing to read "Roy K. Amemiya, Jr.".

Roy K. Amemiya, Jr.
Managing Director

DEPT. COM. 627



RESOLUTION

AUTHORIZING THE CITY COUNCIL, AGENCIES AND THE BOARDS AND COMMISSIONS OF THE CITY AND COUNTY OF HONOLULU TO CONVERT HARDCOPY RECORDS TO ELECTRONIC FORMAT

WHEREAS, in 2005, the Hawaii State Legislature passed Act 177, relating to government records, which amended sections of Part III of Hawaii Revised Statutes ("HRS") Chapter 92, to allow electronic format as an alternative to paper and microfilmed records; and

WHEREAS, Act 177 stated that the conversion of existing paper and microfilm documents to electronic documents will effectively reduce the significant paperwork and associated costs in the daily operations of government; and

WHEREAS, Act 177 amended HRS Section 92-29 to allow for electronic format as a valid form of government recordkeeping and required any device or electronic storage system used to copy or reproduce the record, paper, or document to accurately reflect the information in the original thereof in all details; and

WHEREAS, Act 177 amended HRS Section 46-43(a) to allow each county's legislative body to determine whether, and the extent to which, county records are maintained and stored in electronic form; and

WHEREAS, the City Council, the agencies and the boards and commissions of the City and County of Honolulu devote substantial resources to the storage and maintenance of hardcopy records; and

WHEREAS, conversion of hardcopy records to electronic format would reduce the need for physical storage space, which could be used for other purposes including the storage of records that are of permanent/archival value; and

WHEREAS, conversion of hardcopy records to electronic format would reduce the overhead costs in maintaining physical records; and

WHEREAS, provided with the right tools associated with a Records and Information Management system that includes classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records, electronic records can be properly managed and controlled throughout their lifecycle; now therefore,



CITY COUNCIL
CITY AND COUNTY OF HONOLULU
HONOLULU, HAWAII

No. _____

RESOLUTION

BE IT RESOLVED by the Council of the City and County of Honolulu that the City Council, the agencies and the boards and commissions of the City and County of Honolulu are authorized to convert hardcopy records to electronic documents and formats and to subsequently destroy hardcopy records, subject to federal and state laws and the City's general and agency-specific records schedules; provided that any device or electronic storage system used to copy or reproduce the record, paper, or document shall accurately reflect the information in the original thereof in all details; and

BE IT FURTHER RESOLVED by the Council of the City and County of Honolulu that all prior conversions of hardcopy records to any electronic format are hereby ratified; and

BE IT FINALLY RESOLVED by the Council of the City and County of Honolulu that the Clerk is hereby directed to transmit copies of this Resolution to the Office of the Mayor, the Managing Director, the Directors of all City agencies, and the chairs of all City boards and commissions.

INTRODUCED BY:

DATE OF INTRODUCTION:

Honolulu, Hawaii

Councilmembers